

An academic advisor's responsibilities include helping students design a program of study, interpret catalog program information and degree completion requirements, and help students understand academic alternatives. Advisors also monitor academic progress and recommend appropriate resources to answer questions or solve problems related to academic and career matters. They are also valuable sources of information about College policies, procedures, resources, and programs. Students should review academic program information available on the school website prior to visiting advisors and are encouraged to contact advisors early in the semester prior to the registration period for academic counseling.

Academic advisors may be reached via email, phone, advisement kiosk, or in person. Walk-in visits to program Faculty Advisors should be during their posted office hours or to the Advisement Center during posted advisement hours. Advisement centers are available in designated areas on each campus including in the new Academic Resource Center (ARC) located in the Mary M. McLung Library on the Murphy campus.

## **Course Availability**

A listing of semester course offerings at West Georgia Technical College is available by accessing Self-Service Banner Web on the website. The College reserves the right to cancel classes due to low enrollment or other reasons. A full refund is made for any class canceled by the College.

## **Course Progression**

To meet academic requirements, students may not make a grade of *D* in their program courses, including program-specific electives. (This policy excludes core courses, unless a grade of *C* or better is required as a prerequisite to other courses.) Students who make a *D* must repeat the course and obtain a final grade higher than *D*. The first grade will, however, still be recorded on the transcript. A minimum cumulative grade point average of 2.0 is required for graduation.

To fulfill the academic requirements of all Health Sciences programs, a minimum grade of *C* is required for progress from specified courses to more advanced courses. In addition, a minimum grade of 75 is required for academic course progression in both the Registered Nursing and Licensed Practical Nursing programs. Students unable to meet the academic requirements for continuation in any Health Sciences program will not be allowed to continue until the requirements are met. Upon completion of these requirements, the student will be allowed to continue when course sequence permits. Students with a second failure of the same occupational course or of any subsequent course in the same program will not be eligible to progress in the program. Students with two academic failures in occupational courses will not be allowed a third attempt. This applies to all occupational courses in the School of Health Sciences except for those occupational courses in the Health Information Technology, Fire Science, Health Care Science, Health Care Assistant, and Nurse Aide programs.

## **Course Numbering System**

Courses numbered 0-0999 are preparatory courses and do not carry credit toward graduation. Courses numbered 1000 and above carry credit toward graduation with the exception of COLL 1000 which applies as institutional credit only. General education courses carrying a course number of 1100 and above (e.g., ENGL 1101) are taught in associate degree programs.